

## Data Processing Oversight Commission (DPOC) Information Technology Policy (ITP) 00-8

Technology Profile: Computer Hardware and Software

Specific Area: Usage by state employees

Purpose: To require all agencies to define and document their policy on acceptable computer use.

Policy:	All agencies will define and publish a policy on acceptable computer usage. The policy needs to address all the elements contained in the attached sample computer use policy. The attached sample has the minimum requirements; the agency policy may be more restrictive. The agency's policy also must be consistent with the Ethics Commission's policy on personal use of state resources.
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Scope: All agencies within the executive branch of Indiana state government

Statutory Authority: IC 4-23-16

References: None

Attachment: Sample Computer Use Policy

Effective Date: December 1, 2000

# *Sample Computer Use Policy*

**Please read this policy carefully. It contains important information about your responsibilities and rules you must follow once you are granted access to the state of Indiana computer facilities. Your signature indicates that you understand the terms of this policy. A copy of the signed policy will be placed in your personnel file.**

In consideration for accessing and using the state of Indiana computer facilities, networks, Internet, Intranet or Extranet connections, electronic mail, licensed or developed software, software documentation or electronic data of any kind (hereafter referred to as “information”), I understand and agree to the following rules:

I shall use **information** and **computing resources** consistent with the agency’s ethics policy or, in the absence of the agency’s ethics policy, the State Ethics Commissions policy.

I understand that computer passwords are confidential and should not be shared with, or used by, any other person.

At no time will I share or use another person’s computer password.

I shall use care in protecting information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.

At no time shall I access, or attempt to access, any information without having the express authority to do so.

At no time shall I access, or attempt to access, any information in a manner inconsistent with the approved method of system entry.

At no time will I leave a workstation without first ensuring that I have properly secured the workstation from unauthorized access.

I understand that all information developed while on the job or while using state facilities or resources will be the exclusive property of the state of Indiana.

I shall not copy, share, distribute, disclose, sublicense, modify, reverse engineer or sell any software licensed, developed or being evaluated by the state **unless** I have received prior written approval from the facility’s MIS director to do so. At all times I shall use care to protect and keep such software strictly confidential in accordance with the license or any other agreement by the state.

The use of state software on non-state equipment is permitted only if I have received prior written approval from the facility’s MIS director. If I require software to perform job functions off site (consistent with the Telework Policy of State Personnel), I must have prior written approval from the appropriate authority within the agency and the facility’s MIS director.

# *Sample Computer Use Policy*

I shall only use equipment or software owned, licensed or being evaluated by the state. I may not use personal or third-party equipment or software at state facilities **unless** I have received prior written approval from my supervisor and from the facility's MIS director. I understand that the LAN administrator must perform a virus scan on any software prior to installation. I understand that all software used on state computers will be procured properly through the appropriate state procedures.

I understand that the state reserves the right to monitor use of all state-provided equipment and information including, but not limited to, electronic mail, Internet and Intranet.

I understand that the state may conduct unannounced internal audits of software to monitor and assure compliance with state policy.

**If I am found in violation of this Computer Use Policy, I may face disciplinary actions including reprimand, suspension, termination of employment or criminal or civil prosecution if the act is a violation of law.**

I understand that this policy may be modified to reflect any changes in state policy or procedures. I will be notified in writing of any modifications and will be required to adhere to the modifications.

User's Name: \_\_\_\_\_  
(Printed name)

Agency: \_\_\_\_\_  
(Printed name)

User's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_